

DEPARTMENT OF COMMERCE
EMPLOYMENT SECURITY COMMISSION
PUBLIC INFORMATION DIVISION

Records Retention and Disposition Schedule

Departmental Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects a departmental name change from Department of Economic and Community Development to Department of Commerce. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated June 1, 1990. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

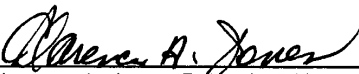
PUBLIC INFORMATION DIVISION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

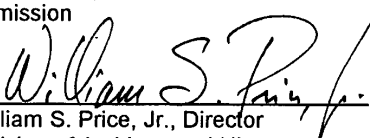
PUBLIC INFORMATION DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

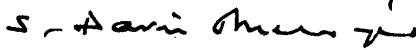
APPROVAL RECOMMENDED



Clarence A. Jones, Records Officer
Employment Security Commission


Ann Q. Duncan, Chairman
Employment Security Commission


William S. Price, Jr., Director
Division of Archives and History

APPROVED


S. Davis Phillips, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

February 15, 1993

JH

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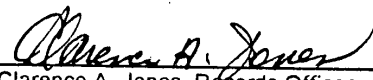
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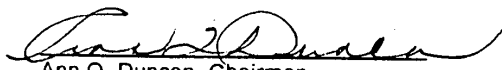
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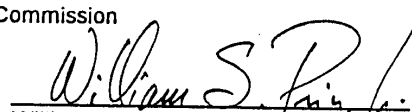
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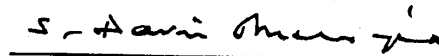
APPROVAL RECOMMENDED

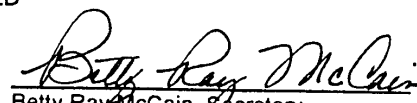

Clarence A. Jones, Records Officer
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This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

**DEPARTMENT OF COMMERCE
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PUBLIC INFORMATION DIVISION**

ITEM 452. DIVISION INFORMATION FILE.

Records and information concerning the organization and daily operation of Public Information Division. File includes chairman's correspondence, memorandums, program descriptions, news releases, newsletters, and bulletins.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 453. DIVISION CORRESPONDENCE FILE.

Records concerning Employment Security Commission (ESC) programs. File includes national, regional, and local office correspondence, correspondence from individuals, transcripts from ESC radio talk shows, and administrative bulletins.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 14718. PHOTOGRAPH FILE.

Photograph file relating to Employment Security Commission personnel, local offices, operations, and activities. File includes both prints and negatives.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14719. "ESC NEWS" FILE.

Information copies of "ESC News", an Employment Security Commission (ESC) in-house newsletter. Information concerns personnel activities and ESC programs.

DISPOSITION INSTRUCTIONS: Send 1 copy for binding. Retain bound volumes in agency permanently. Destroy in office excess copies when reference value ends.

ITEM 14720. "JOB SERVANT" NEWSLETTER FILE.

Information copies of "Job Servant," an Employment Security Commission (ESC) bi-monthly newsletter. Information provided concerns ESC legislation, programs, services, and mailing list oriented toward employers throughout state.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14721. ARTWORK FILE.

Artwork and masked negatives of artwork utilized in Public Information Division bulletins, newsletters, brochures, flyers, handbills, and magazine advertisements.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 14723. "QUARTERLY" FILE.

Information copies of "Employment Security Commission Information," later renamed "ESC Quarterly," a departmental publication providing data concerning Employment Security Commission programs, services, and activities.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.